

Community Pathways Waiver

Service Type: Statutory Service

Service (Name): Supported Employment

Alternative Service Title: **SUPPORTED EMPLOYMENT**

Service Definition:

- A. Supported Employment services include a variety of supports to help an individual identify career and employment interest, as well as to find and keep a job.
- B. Supported Employment activities include:
 - 1. Individualized job development and placement;
 - 2. On-the-job training in work and work-related skills;
 - 3. Facilitation of natural supports in the workplace;
 - 4. Ongoing support and monitoring of the individual's performance on the job;
 - 5. Training in related skills needed to obtain and retain employment such as using community resources and public transportation;
 - 6. Negotiation with prospective employers; and
 - 7. Self-employment supports.
- C. Supported Employment services include:
 - 1. Support services that enable the participant to gain and maintain competitive integrated employment;
 - 2. Transportation to, from, and within the activity; and
 - 3. Personal care assistance can be provided during supported employment activities so long as it is not the primary or only service provided. Personal care assistance is defined as services to assist the participant in performance of activities of daily living and instrumental activities of daily living.

SERVICE REQUIREMENTS:

- A. Services and supports are provided for individuals in finding and keeping jobs paid by a community employer.
- B. Under the traditional service delivery model, participants must be engaged in Supported Employment activities a minimum of four hours per day.
- C. A participant's Person-Centered Plan may include a mix of employment and day related waiver services such as Day Habilitation, Community Development Services, Transitional Employment Services, and Employment Discovery and Customization provided on different days.
- D. Supported Employment services does not include:
 - 1. Volunteering, apprenticeships, or internships unless it is part of the discovery process and time limited; and
 - 2. Payment for supervision, training, supports and adaptations typically available to other workers without disabilities filling similar positions.

- E. Medicaid funds may not be used to defray the expenses associated with starting up or operating a business.
- F. Under the traditional service model, transportation to and from and within this service is included within the Supported Employment Services. Transportation will be provided or arranged by the licensed provider and funded through the rate system. The licensee shall use the mode of transportation which achieves the least costly, and most appropriate, means of transportation for the individual with priority given to the use of public transportation when appropriate.
- G. Supported Employment services can also include personal care, behavioral supports, and delegated nursing tasks to support the employment activity.
- H. A relative of a participant in Self-Directed Services may be paid to provide this service, however, the DDA must pre-approve in accordance with the applicable requirements set forth in Appendix C-2.
- I. A relative of a participant may not be paid for more than 40-hours per week of services.
- J. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland's Medicaid State Plan, Division of Rehabilitation Services ("DORS"), State Department of Education, and Department of Human Services, must be explored and exhausted. These efforts must be documented in the individual's file.
- K. Documentation must be maintained in the file of each individual receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).

Specify applicable (if any) limits on the amount, frequency, or duration of this service:

Service Delivery Method (check each that applies)

- ☒ Participant Directed as specified in Appendix E
- ☒ Provider Managed

Specify whether the service may be provided by (check all that applies):

- ☐ Legally Responsible Person
- ☒ Relative
- ☐ Legal Guardian

Provider Specifications: (Instructions list the following for each type of provider that can deliver the services):

Provider Category	Provider Type Title
Individual	Individual for self-directed services
Agency	DDA Approved Provider

Provider Category: Individual

Provider Type: Individual for self-directed services

Provider Qualifications License (specify):

License (specify):

Certificate (specify):

Other Standard (specify):

1. The following minimum standards are required:
 - a. Current first aid and CPR certification, and
 - b. Passing a criminal background investigation and any other required background checks and credential verifications as provided in Appendix C-2-1a.
 - c. Unlicensed staff paid to administer medication and/or perform treatments must be certified by the Maryland Board of Nursing (MBON) as Medication Technicians.
2. Individuals in self-directing services, as the employer, may require additional staffing requirements based on their preferences and level of needs such as:
 - a. DDA approved certification in discovery, customized employment, and job development; and
 - b. Training by individual/family on person-specific information (including preferences, positive behavior supports, when needed, and disability-specific information).

Verification of Provider Qualifications Entity

Responsible for Verification:

- Fiscal Management Service providers for verification of participant specific qualifications

Frequency of Verification:

- Fiscal Management Services - prior to service delivery and annually

Provider Category: Agency

Provider Type: DDA Approved Provider

Provider Qualifications License (specify):

License (specify):

Certificate (specify):

Other Standard (specify):

DDA Approved Provider

Staff must:

1. Be trained on person-specific information (including preferences, positive behavior supports, when needed, and disability-specific information);
2. Possess current appropriate licenses/certifications and trainings, as required by regulations based on service provided and needs of the person at time of service, and
3. Successfully pass a criminal background investigation and any other required background checks and credential verifications as provided in Appendix C-2-1a.

Verification of Provider Qualifications Entity

Responsible for Verification:

- DDA for Provider's license to provide this service
- Provider for individual staff members' licenses, certifications, and training

Frequency of Verification:

- DDA – annual for license
- Provider – prior to service delivery and annually thereafter